

PUBLIC RECORDS REQUEST FORM
Hamilton County Clerk
625 Georgia Avenue, Rm. 201
Chattanooga, TN 37402

The Tennessee Public Records Act (TPRA) grants Tennessee citizens the right to access open public records that exist at the time of the request. The TPRA does not require records custodians to compile information or create or recreate records that do not exist.

To (please check the appropriate record):

Business License Records
Carrie Godwin
625 Georgia Avenue, Rm. 201
Chattanooga, TN 37402
Office: (423) 209-6595 Fax: (423) 209-6501
Email: BusinessRecords@hamiltontn.gov

Marriage License Records
Carrie Godwin
625 Georgia Avenue, Rm. 201
Chattanooga, TN 37402
Office: (423) 209-6595 Fax: (423) 209-6501
Email: MarriageRecords@hamiltontn.gov

Hamilton County Commission Records
Carrie Godwin
625 Georgia Avenue, Rm. 201
Chattanooga, TN 37402
Office: (423) 209-6595 Fax: (423) 209-6501
Email: CountyCommissionRecords@hamiltontn.gov

Notaries Public Records
Carrie Godwin
625 Georgia Avenue, Rm. 201
Chattanooga, TN 37402
Office: (423) 209-6595 Fax: (423) 209-6501
Email: NotaryRecords@hamiltontn.gov

From: _____
Requestor's Name and Contact Information (include an address for a written response)

Is the requestor a Tennessee citizen? Yes No

Request: Inspection (The TPRA does not permit fees or require written request for inspection only.)

Copy/Duplicate

If costs for copies are assessed, the requestor has a right to receive an estimate.

Delivery preference:

ON-Site Pick-up USPS First-Class Mail Other: _____

Electronic: _____ (email address)

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Records Requested:

Provide a detailed description of the record(s) requested, including: (1) type of record; (2) timeframe or dates for the records sought; and (3) subject matter or key words related to the records. Under the TPRA, record requests must be sufficiently detailed to enable a governmental entity to identify the specific records sought. As such, your record request must provide enough detail to enable the records custodian responding to the request to identify the specific records you are seeking.

Signature of Requestor

Date Submitted

Signature of PRRC

Date Received